Accessing an HHSC Approved SOAR Course from the Texas TRAIN Site

Contents

This document is for informational purposes only concerning registering through the Texas TRAIN system to access an HHSC approved SOAR course and may not represent the most current images or information encountered during such. Refer to the OT Rules, accessible from the Act and Rules page, for regulations concerning the human trafficking prevention training requirement and CE regulations. Refer to HHSC's related site, https://hhs.texas.gov/services/safety/texas-human-trafficking-resource-center/health-care-practitioner-human-trafficking-training, regarding any developments in course approval by HHSC concerning human trafficking prevention training and for direct links to access HHSC approved training courses.

Part I: Brief overview of how-to access the Texas TRAIN system
to complete the "SOAR to Health and Wellness" or "SOAR for Health Care" course

How-To Snapshot
To access the Health and Human Services Commission (HHSC) approved SOAR to Health and Wellness or SOAR for Health Care training course, individuals must create an account for the TRAIN system.

The basic steps below coincide with parts II-VII of this document. **Refer to those sections for further information and related screen shots.**

Once you have created your Texas TRAIN account, throughout the process, ensure you enroll in and complete the course "SOAR to Health and Wellness," ID 1087568, or "SOAR for Health Care," ID 1087547. You will see the course name and ID number whenever you are on the course's Texas TRAIN page, for example.

The two SOAR courses listed above have been approved by HHSC to meet the human trafficking training requirement. Other SOAR courses have not been approved by HHSC to meet the requirement and may not be used.

Basic Steps – *Refer to Parts II-IX of this document for more details.*
1. Access the course link and create an account with Texas TRAIN to register for the SOAR to Health and Wellness or SOAR for Health Care course.
   The course links may be accessed from the list of HHSC approved courses, available from the link below (see also "Quick Links," below).
   https://hhs.texas.gov/services/safety/texas-human-trafficking-resource-center/health-care-practitioner-human-trafficking-training
   When creating an account, if you do not have a Texas zip code, use the Board's, 78701. This will help ensure you access Texas's TRAIN site and not another state's.
   Save your account login information and make note of the email address you associate with your account to facilitate accessing your Texas TRAIN account in the future.
2. Complete your account profile by resolving all profile alerts.
   Enter TXSOAR as the group code in the "Manage Groups" profile area.
   You DO NOT need to resolve the email notification alert.
3. Take the training pre-assessment.
4. Complete the slides for the training, which include a brief pre-test and post-test.
5. Complete the evaluation.
6. Download and/or print and retain your certificate.
   Texas TRAIN provides information concerning creating an account with another entity to obtain CE credit. This should not be necessary as the certificate available from Texas TRAIN displays the number of hours of the training.

Quick Links
HHSC page to access a list of approved courses, including the approved SOAR courses:
https://hhs.texas.gov/services/safety/texas-human-trafficking-resource-center/health-care-practitioner-human-trafficking-training
Logging back in to TRAIN: https://www.train.org/main/welcome
   From the "Course Catalog" link from the left side of the screen, enter the course ID in the search bar.

Technical Support: See Part IX of this document. Google Chrome may be the preferred browser; users may encounter issues when using Internet Explorer 11. The TRAIN site offers further information regarding technical specifications.

Further Information:
Refer to the full OT Act and Rules for further renewal and CE requirements and regulations regarding this training.

Part II: Accessing the training and creating an account

Note: In this document, the images shown are for the SOAR to Health and Wellness course. Images for the SOAR for Health Care course may differ.

1. To access the TRAIN system to register for the SOAR to Health and Wellness or SOAR for Health Care course, see below.

   a. Go to the following link.

https://hhs.texas.gov/services/safety/texas-human-trafficking-resource-center/health-care-practitioner-human-trafficking-training

   b. Click the link for the list of HHSC approved courses.

   c. From the list, select the link from the "Delivery Method" column for the SOAR to Health and Wellness or the SOAR for Health Care course.

2. Make sure you are brought to the TRAIN website's page for the approved SOAR course you have selected and that the course title is SOAR to Health and Wellness and the ID (circled below) is 1087568, or the course name is SOAR for Health Care and the ID is 1087547.

   Ensure this is the course title and ID you are accessing any time that you are brought to this course main screen.

   Click "create an account" from the red/pink banner.

3. Enter your information to create your Texas TRAIN account.

Enter the email address you designate to receive information regarding the training.

Save your login information and make note of the email address you associate with your account.

If you do not have a Texas zip code:

Enter the Board's zip code, 78701. Entering a non-Texas zip code will lead to your use of a different state's TRAIN website, which may mean that Texas TRAIN staff may not be able to assist you further should you contact them, may lead to further issues, etc.

After you have completed entering your information, click "Create Account."

4. Click "Go."
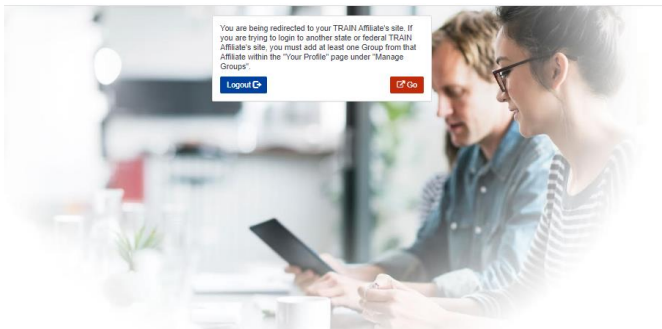
Part III: Completing your profile

5. You will be redirected to the screen below.

    Observe the "Notifications" alerts on the top right of the screen.
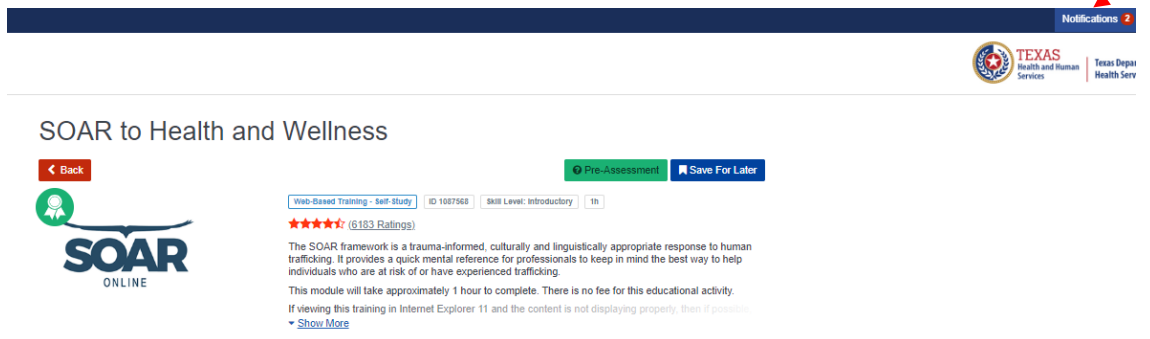
6. You will see two alerts when you click "Notifications" from the upper right side of the screen.

    You will need to resolve the alerts for your profile.

    You DO NOT need to resolve the email notification alert to complete the training, though you may wish/need to resolve that alert at another time. For example, it may be that if this alert is not resolved, you might not receive related emails should you need to reset your account password in the future.

    Click "Your profile is incomplete" to begin.
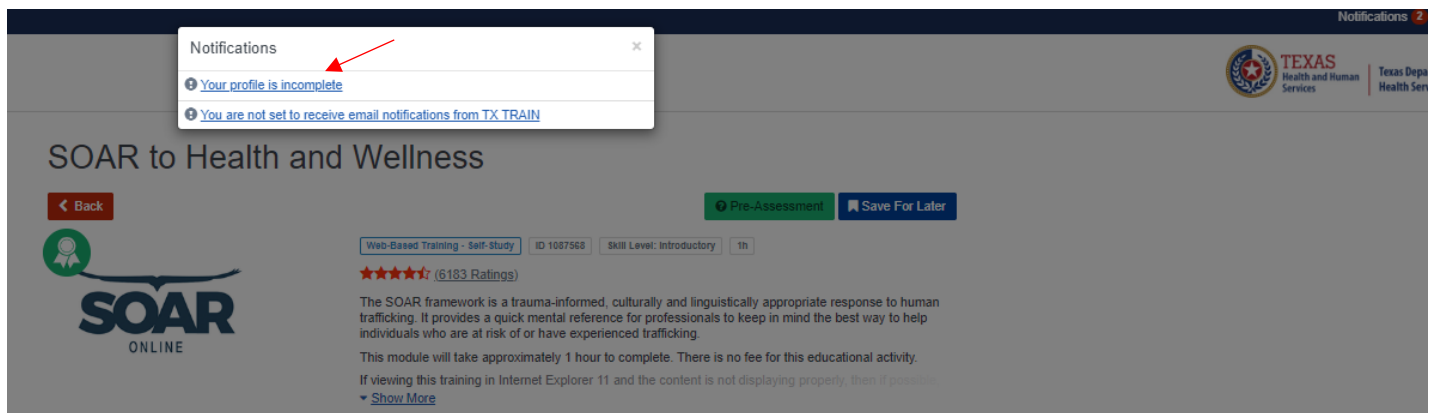
7. Observe the red alert arrows from the left side of the screen. The alerts are the exclamation marks in a red circles.

The "Manage Groups" section will automatically appear when your profile loads.

Enter "TXSOAR" in the "Join by Group Code" box and click "Join."
Click "Save" at the top right of the screen (not shown).

You will now have the user group "National/Texas" with the subgroup of "Texas User Group/SOAR Training."

You may also have a "Texas" group.

See the image below.

If you also have a group for a state or jurisdiction other than Texas appearing under "Join by Group Search" after adding the TXSOAR group code, then delete that other state's or jurisdiction's group code by clicking the "X" in the red box to the right of that group and click "Save."

8. Click "Contact" from the left and then click "+ Add a Phone Number." Enter the phone number you designate; then, click the green "Accept" button that appears.

International phone numbers may be entered without the country code.

9. Click "Address" from the left to complete the required fields with the address information you designate.

Click "Save" at the top right of the screen (not shown).

Note that the zip code that appears is based on what you entered when you created your account.

If you previously entered the Board's zip code because you do not have a Texas address:

You may enter your out-of-state address in the Address screen, including your zip code.

10. Click "Organization" from the left and after you complete your responses, click "Save" (not shown.)

Examples of possible responses appear below.
Organization Name: Enter your name and professional title (Ex: "John Smith, OT).
Department/Division: Enter "Occupational Therapy."
Title: Enter your title (Ex: "Occupational Therapist").

11. Click "Professional Role" from the left. Select the option appropriate for yourself. Click "Save."

An example of a possible response appears below:
Click "Allied Health Professional."
Select "Rehabilitation Professional" from the drop-down options.

12. Click "Work Settings." Select the option appropriate for yourself and click "Save." Make sure you have clicked "Save" from the top right of the screen when you have finished.

Example: Select "Healthcare Services" and then select the option you designate from the drop-down menu.

13. Once you have saved all of your responses, you will see that all of the profile alerts have been resolved.
If all of the profile alerts have been resolved, click "Close" on the upper left side to be redirected to the pre-assessment for the training.

Part IV: Pre-Assessment

14. After closing your profile under Step 13, you should be redirected to the screen below.

    If you are not redirected, go back to the list of HHSC approved courses to access the course page (you may have to log in to TRAIN again). Or, you may go back directly to the TRAIN site and log in; further information concerning accessing the course appears in Part I.

15. Click "Pre-Assessment" to take the required pre-assessment.

16. Click "Start Assessment" at the bottom of the screen.

17. When the assessment is complete and you see the screen below, close the current browser tab (i.e., close the tab of the screen you are in).

The course main screen should be open in another tab in your browser window.

DO NOT close your whole browser window (i.e., do not close the whole window such that you would lose the other tabs that are open in the browser).

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The assessment is finished.

Your course registration status will be changed and you will receive an automated TRAIN message.

Please Note: Please disregard the Assessment Statistics. They have no impact on your course registration or completion and are for the purpose of evaluation only.

If you are unable to complete the pre-assessment for any reason (such as technical error, power outage, exiting the window prematurely, etc.) and TRAIN will not re-open the pre-assessment when prompted, please withdraw from the course and re-register.

(141)

Assessment Statistics
Your Score:	7 points
Minimal Passing Score:	0 points
Total Questions:	8
Correct Answers:	7 (87%)

You may now close this Assessment window.

Below is an illustration concerning how to close a tab. The browser example is Google Chrome.

The tab that is white (i.e., not grey) is your current tab (i.e., the tab you are in).

Click the "X" on the right side of the white tab to close that tab and go back to the main screen.

DO NOT click the "X" at the top far right of the screen.

If you do not see the main screen in one of your browser tabs (which, in the image above, is the grey tab), refer to Step 14 regarding accessing the main screen again.

Part V: Taking the course

18. When you are back on the main page, you will see the screen below.

    Click "Launch" to start the course.

19. You will be taken to a screen for the course presentation.

    Press the play arrow and then follow the prompts throughout the slides to complete such.

    Toward the start of the slides, you will take a short pre-test and toward the end, a short post-test.

    Observe the menu on the left side should you need to navigate to different slides.

    Note that for certain slides, you will need to click certain areas on the actual training slide, other than just the "Next" button, to proceed.

20. Once you have completed the slides, from the bottom of the "Posttest Results" slide, click "Next."

21. You will then see the following (shown below). As you did for Step 17, close the current tab. Do not close your whole browser window.
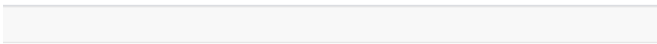
The content has ended. You may close this window.

Part VI: Completing the evaluation

22. You will again be on the course main screen.

    If you are asked to rate the course again from a pop-up window, you may select "Cancel."

    Click "Take Evaluation" to complete the evaluation in order to next access the certificate.
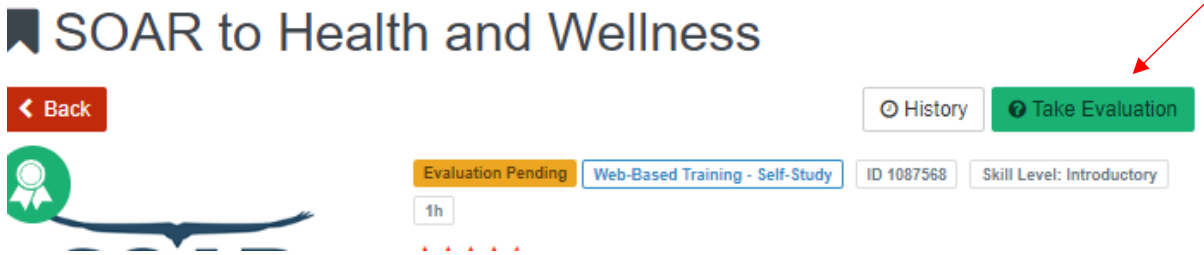
23. You will be taken to this screen.

    Click "Start Evaluation" at the bottom of the screen to begin.

24. When you have completed such, you will see the following. Like before, close your current tab only.

Part VII: Printing your certificate of completion

Note: Remember to download and/or print your certificate once it is available after completing the course to ensure you obtain the documentation of course completion to retain for your CE records.

25. You should be redirected to this screen.

    Click "Print Certificate" to download and/or print your certificate.

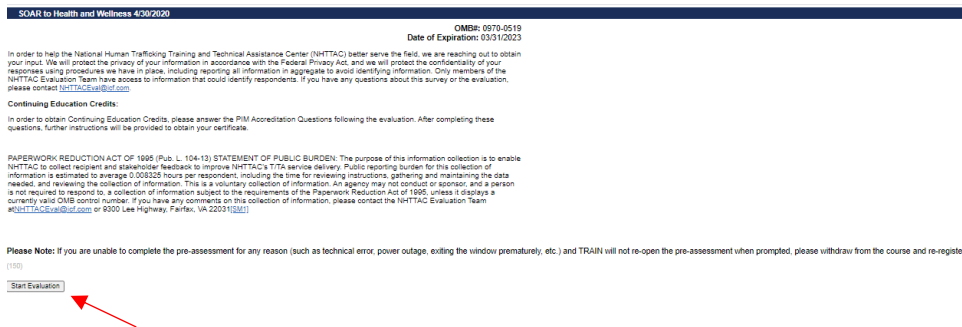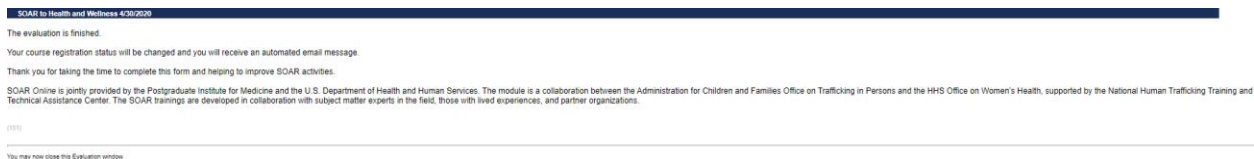   Your certificate may automatically be downloaded to your computer, depending upon your system. You may need to check your downloads folder, for example, to access it and/or print it.

    Retain this certificate with your CE documentation as you would for all of your CE activities. See the OT Rules for regulations regarding CE documentation.

    Note that TRAIN provides information concerning creating an account with another entity to obtain CE credit. This should not be necessary as the TRAIN certificate displays the number of hours of the training.

TRAIN

HOME   COURSE CATALOG   YOUR LEARNING   CALENDAR   RESOURCES   DISCUSSIONS

HELP

🔖 SOAR to Health and Wellness

‹ Back   ⏱ History   ❔ Pre-Assessment   ✱ Print Certificate

Completed   Web-Based Training - Self-Study   ID 1087568   Skill Level: Introductory   1h

★★★★☆ (6359 Ratings)

Part VIII: Logging back into your TRAIN account to reprint your certificate

Note: It is unknown how long your course certificate will be available from the link below. Remember to download and/or print your course certificate immediately once it is available after completing the course.

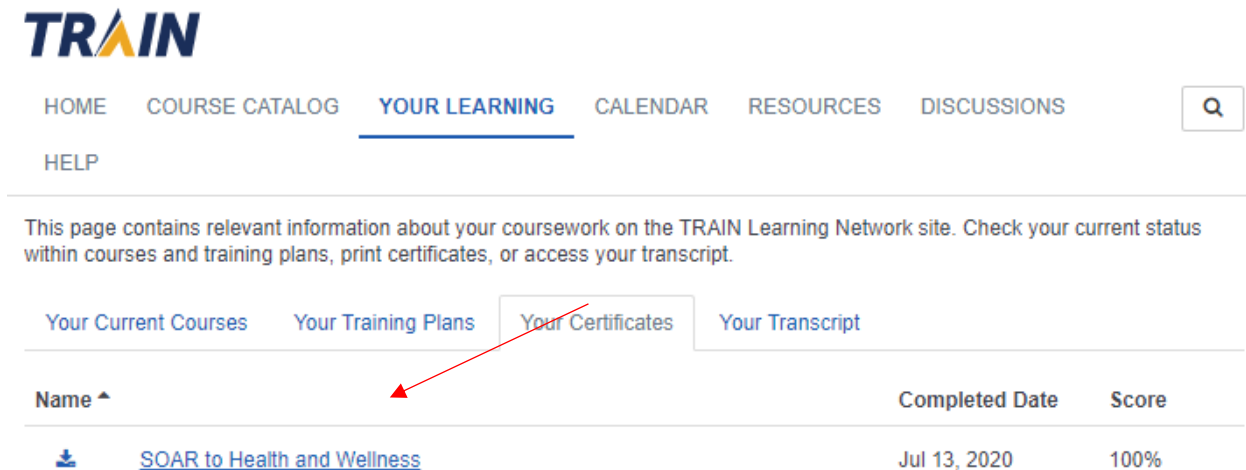26. Log back in to the system by using the link below.

You will be taken to this screen.

Select "YOUR LEARNING."
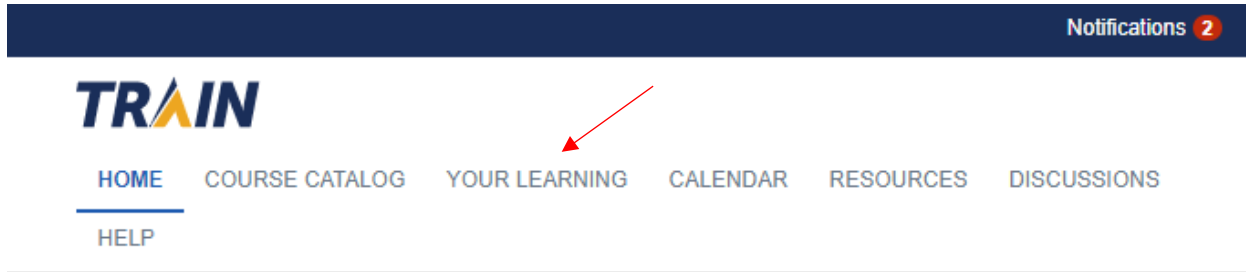
27. Select the "Your Certificates" tab to access your certificate.

Click the icon next to or the link itself for the course.

28. Follow your system requirements to download and/or print your certificate.

Retain such per the OT Rules.

Part IX: Technical Support

See the contact information below for technical support. Please note that support may not be available immediately.

Please review this document to troubleshoot issues you may have had.

Questions concerning board regulations and this training should be addressed to the Board.

TRAIN Texas Help Desk:
TXTrain@dshs.texas.gov
(512) 776-7336

National Human Trafficking Training and Technical Assistance Center
See the "Contacts" tab from the "Soar to Health and Wellness" or "SOAR for Health Care" main page on TRAIN for information regarding contacting the center for issues regarding the course.